

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
March 27, 2007**

CALL TO ORDER:

Karen Quinn, Chairman called the meeting to order at 5:35 PM at the Lincoln Public Library.

PRESENT:

Karen Quinn, Chairman, Diane Walsh, Treasurer, Denise Blais, Wil Postle and Dean Voyer, Trustees were present. Also in attendance were Becky Boragine, Library Director, Gretchen Hanley, Reference Librarian, Karen Mellor from the State of Rhode Island Office of Library & Information Services, Town Administrator T. Joseph Almond, and Town Council Members, Keith Macksoud, Ronald McKenna and James Jahnz.

APPROVAL OF MINUTES:

The Minutes of the February 27, 2007, meeting were reviewed. A motion to accept the Minutes was made by Wil Postle and seconded by Dean Voyer. The motion was approved unanimously.

DIRECTOR'S REPORT:

Ms. Boragine did not attend any new conferences or meeting this month.

FINANCIAL REPORT:

Treasurer Diane Walsh reported the following balances:

- **Champlin account - \$8,455.72**
- **Trustees account - \$56,431.13**
- **Checking account - \$374.27**
- **Certificate of Deposit - \$31,106.37**
- **Catie Kurowski Fund - \$2,641.10**

A motion was made by Wil Postle and seconded by Dean Voyer to transfer \$20,000.00 from the Trustees Account to the Certificate of Deposit and keep the maturity at 9 months. The motion was approved unanimously.

A motion that all invoices being presented for payment by the Town of Lincoln are accurate and are to be paid from their respective accounts was made by Denise Blais and seconded by Dean Voyer. The motion was approved unanimously.

UNFINISHED BUSINESS:

Ms. Boragine talked to other Municipal Libraries to ask about their Tax ID procedures. Of all the Libraries she spoke with, each use the City/Town Tax ID number. The Board decided to stay with the current method of using the Town of Lincoln's Tax ID number.

NEW BUSINESS:

Town Administrator, T. Joseph Almond and Council Members, Keith Macksoud, Ronald McKenna, and James Jahnz came to the monthly meeting to discuss the options of constructing a new Library. They also attended the meeting to listen to Karen Mellor from OLIS. Ms. Mellor came to discuss the Public Library Construction Reimbursement program offered by the State of Rhode Island.

Administrator Almond started out by explaining a new committee that is being formed to organize all existing Town Facilities. This Capital Planning Committee will look at all the buildings and land that are owned by the Town of Lincoln and research the best possible way to utilize all theses assets. This committee would see whether a current building would best utilize the Library's needs or new construction would be the best option. He suggested having the Board do a "Needs Assessment" to see what the needs are of the Library.

Karen Mellor from the State was very helpful in explaining the Public Library Construction Reimbursement program. The program may reimburse up to 50% of the eligible costs of Pubic Library construction project. The reimbursement would be paid back over a period of 20 years and the State would schedule these payments in conjunction with any Bond payments. The Town could be reimbursed up to a maximum of \$200.00 per square foot. The reimbursement would cover:

- Actual construction costs**

- Architect fees
- Consultants
- Furnishings and equipment
- Site acquisition
- Landscaping and parking lot
- Interest on the loan

Ms. Mellor stressed that the Town would know the maximum amount of the reimbursement before construction begins. She also recommended hiring a building consultant, having a building committee and fundraising committee.

The Board discussed the option of a “Needs Assessment.” They decided to research other Towns and who they used as a Consultant. Dean Voyer suggested using Cumberland as a background. Other members of the Board will look at Cranston, Greenville, Bristol and Burrillville and get back to the Board on their findings.

Ms. Boragine informed the Board that the Champlin Grant technology request will be submitted before the next meeting. She explained that she heard from Ocean State Libraries (formerly CLAN) that Chaplin would probably be giving out ½ of what they distributed last year. This will mostly affect the technology part of the grant.

ADJOURNMENT:

There being no further business, a motion was made by Denise Blais seconded by Diane Walsh to adjourn the meeting at 7:00 PM. The motion was approved unanimously.

Respectfully submitted,

Caitlyn P. Tucker

Board Secretary